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EXTRAORDINARY

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GOVERNMENT OF PUNJAB
DEPARTMENT OF JUSTICE
(JUDICIAL -1 BRANCH)
NOTIFICATION
The 10th September, 2025

No.(e873376) HOME-JD-10JUDC/6/2025-2JUD1/994.- In pursuance of section 4(f) of the Bharatiya Nyaya Sanhita, 2023 read with Article 162 of the Constitution of India, the Governor of Punjab is hereby pleased to make the following guidelines in respect of "community service', namely:-

CHAPTER-1

PRELIMINARY

1. Short title and scope of application:-

(i) These guidelines may be called the Punjab Community Service Guidelines, 2025.

(ii) These guidelines apply to a case where a sentence of community service is to be passed in exercise of the powers under section 23(2) of the Bharatiya Nagarik Suraksha Sanhita, 2023, or section 18(1) (c) of the Juvenile Justice (Care and Protection of Children) Act, 2015, or any other law providing for community service as a form of punishment. However, these guidelines shall in no manner restrict the power of competent authority in assigning appropriate Community based task in addition to the community services mentioned in Appendix 'A'.

(iii) The guidelines are to assist the Competent Authority in assigning appropriate community based tasks to the offenders and to provide a structured framework as well as monitoring mechanism for efficient performance of community service when duly ordered by the Competent Authority.

2. **Definitions**: In these guidelines unless the context otherwise requires: -

(i) "**Community Service**" means the community service as defined in section 23 of the Bharatiya Nagarik Suraksha Sanhita.

(ii) "**Competent Authority**" means a Court of law under section 23(2) of the Bharatiya Nagarik Suraksha Sanhita, 2023, or a Board section 18(1) (c) of the Juvenile Justice (Care and Protection of Children) Act, 2015, or any other officer/ authority notified by the State Government for this purpose under any other law.

iii) "**Designated Officer**" means an officer mentioned in APPENDIX-A, or any other officer directed by the Competent Authority to supervise the community service performed by an offender.

(iv) **"Geo-tagged/GPS location enabled "photograph/video"** means the photograph(s) or video(s) taken with the help of any electronic device with such camera or application wherein the date, time and location are displayed on the photograph(s) or video(s).

(v) **"Nodal Officer"** means an officer authorized by the designated officer as defined in Rule 2(iii) who shall monitor the community service performed by an offender on day to day basis.

CHAPTER-II

KINDS OF COMMUNITY SERVICE AND SUPERVISORY MECHANISM

3. The decision as to what should be the nature and form of community service to be rendered by the offender will solely be at the discretion of the Competent Authority. While ordering such a punishment various factors like age, educational and professional qualification, physical and mental capability, and skill set of the offender may be some guiding factors for the Competent Authority.

4. While passing a sentence of community service, some illustrative kinds of "community services'' mentioned in **APPENDIX- A** of these guidelines may be considered.

5. Every order of community service as a form of punishment may specify:-

(i) the exact number of hours or days for which an offender shall perform the community service and time frame within which the whole punishment of community service is to be completed.

(ii) the place where the offender shall perform the community service;

(iii) the designated officer who shall supervise and monitor the community service performed by the offender;

(iv) the last date by which the performance of community service is to be completed; and

(v) the term of imprisonment/ fine in case of default in performing community service.

6. Every order of performance of community service as a form of punishment may also prescribe a suitable supervisory and monitory mechanism for actual performance of the community service by the offender.

7. Community service should generally be awarded to first-time offenders.

8. An order of performance of community service may also prescribe the format of compliance report submitted by the Designated Officer, if any.

Explanation. The manner of compliance may include the attendance record, preferably the biometric attendance record, Geo-tagged/ GPS location enabled photographs or such short video on daily basis of the offender while rendering the community service along with date, time and location of place. The said report should be signed or attested by the Designated Officer, or any other officer so tasked by the Competent Authority.

APPENDIX-A

(See Clauses 2(iii) and 4 of these Guidelines)

Sr. No.	**Description of Community Service**	**Place/Office of Community Service**	**Designated officer**
1.	Cleaning/maintenance of Hospital wards and peripherals.	Government Hospital/community Health Centers/ Government dispensaries	(i) Principal Medical Officer in case of a District or sub-Division Hospital (ii) Senior Medical Officer/ Medical Officer in case of a Community Health Center.
2.	Cleaning/ maintenance of office, stock area, and peripherals; Arranging/Listing of Books, dusting of study area, books, chairs, tables, electronic appliances etc., binding of books, any clerical assistance	Mini Secretariat/Tehsil Office/Any government Library	Sub Divisional Officer (C) Tehsildar/Librarian/Officer Incharge
3.	Clearing of classrooms, library, labs, grounds and peripherals	Government Educational Institutions	District Education Officer/Principal/Headmaster
4.	Assist the Municipal bodies' cleaning staff in cleaning/maintenance and remove of weeds from roadsides.	Municipal area	Municipal Commissioner
5.	Cleanliness activities in rural areas	Panchayats' area	Block Development and Panchayat Officer
6.	Cleaning/maintenance of public buildings and public places	Public offices/places viz. bus stand, railway stations, sports stadium etc.	Officer Incharge concerned
7.	Traffic regulation, crowd regulation, premises/station cleaning, common areas maintenance.	Police Station	Station House Officer
8.	Plantation, cleaning, maintenance, disposal of Horticulture waste etc.	Public Parks/Space/Community Centre/ Municipal area/ Panchayats' area/ any other local authority	Executive Officer/Secretary Municipal Bodies/ Block Development & Panchayat Officer and other Local Authority.
9.	Cleaning/Maintenance/help in geriatric/other cases.	Old age homes/ Mental Health Institutes/ Hostels/social welfare department buildings.	Warden/Officer In-charge

10.	Tree Planting, plantation drive, environmental protection programmes, watering, weed removal and maintenance work	Forest area/Government Nurseries, public spaces.	Forest Ranger/Officer-In-charge
11.	Cleaning/Maintenance or clerical assistance/cleaning activities in Swachh Bharat Mission, sanitation campaigns.	Urban and Rural Local Bodies/Zoo/Museums/ Gaushala/Veterinary Clinics/ market place/ roadsides/Amrit Sarovar/streets/drains/ public spaces etc.	Executive officer/Secretary Municipal Bodies/Block Development & Panchayat Officer and other Local Authority Curator/Officer In-charge
12.	Serve in Blood donation camps/institution of specially-abled persons.	District Red Cross Society/Institute concerned	Secretary, District Red Cross Society/Officer In-charge
13	Serve in installation, removal or maintenance work relating to street lights, sign boards, wall painting, hoardings etc.	Municipal area/ Panchayats' area.	Municipal Commissioner/Executive Officer/Block Development & Panchayat Officer.
14.	Social Audit surveys like identifying pot holes, blind spots without street lighting/survey regarding status of public amenities like drinking water etc.	Area falling under the jurisdiction of department concerned	Officer Incharge at district level.
15.	Participating in government programmes/ Schemes which promote social/behavioural change such as Beti Bachao Beti Padhao, Nasha Mukt Punjab and in development scheme of Government by way of Sharmdaan and any other welfare scheme/Programme of government from time to time.	Area falling under the jurisdiction of department concerned	Officer Incharge of the Programme/Scheme at district level.
16.	**Community Service for Juvenile in Conflict with Law** -		
	i. Participating or pursuing specialized National Cadet Corps (NCC), National Service Scheme (NSS) or other vocational training programmes.	Office of the department concerned.	Head of Institution/ Controlling Authority of NCC/NSS/Vocational Programme at district level.
	ii. Engagement in sports activities, literacy programmes, environmental projects etc.	Office of the department concerned.	Head of Office/Officer Incharge at district level.

17.	**Community Service for Women**- (i) Assisting or rendering services in Nari Niketan, Working Women's Hostels, Anganwadi Centres, Creches	Office of the department/Institution concerned.	Head of Institution/Warden/Child Development and Project Officer.
	(ii) Assisting or rendering services in Mid-day meal preparation, Maternity wards of Civil Hospital/ Community Health Centres.	Office of the department/Institution concerned.	Principal/Headmaster/ Principal Medical Officer/Senior Medical Officer.
	(iii) Any other workplace suitable for women to render community service under the control of any Government department/Government Society, urban or rural local bodies, Red Cross Society or any registered Non-Governmental Organization (NGO).	Office of the department/Institution concerned.	Head of Institution/ Officer Incharge at District Level.

Sd/-
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Chandigarh
The 10th September, 2025

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